

CSC Adopted: October 2001 , CSC Revised: _____

Class Title: Water Treatment Plant Maintenance Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Maintains, repairs and replaces water treatment plant machinery, equipment, pumps and associated parts and hardware. Maintains and repairs plant buildings' heating and ventilation units, pneumatic systems and plumbing. Performs vibration analysis, analyzes data, troubleshoots and solve mechanical problems and makes recommendations for improving maintenance management programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs preventive maintenance by inspecting plant equipment and machinery for wear, leaks and damage, changing belts, oil filters, electrical and electronic gauges and switches, making adjustments to equipment, removing, replacing packing and cleaning, rebuilding and replacing worn parts.
2	H	Performs troubleshooting functions by determining and solving reasons for breakdowns, responding to fault indicators, determining causes or reasons of mechanical, electrical and electronic, and pneumatic fault.
3	H	Performs repairs by overhauling, removing and replacing worn or damaged parts on plant equipment, machinery and facilities and installing new machinery and equipment.
4	L	Performs analysis by conducting vibration testing on pumps, motors and gear boxes, performing oil and fluid analysis, keeping and preparing computerized and written reports on machinery trend failure and making recommendations based on findings.
5	H	Manages plant operations by performing machinery equipment and valve line-up for plant treatment operations, placing equipment, filters, pumps and basins into and out of service as directed and performing routine safety inspections.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year experience as a mechanic.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, requisitions, blueprints, time sheets, work orders, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and algebra.
Writing	Work requires the ability to write performance reviews, reports, and general correspondence.
Managerial	Managerial responsibilities include organizing work loads and supervising work crews.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Performing repairs to equipment and buildings
Sitting	F	Completing paperwork, working on small equipment
Walking	F	To/from job sites
Lifting	F	Parts, tools, materials, equipment, pipe
Carrying	F	Parts, tools, materials, equipment, pipe
Pushing/Pulling	F	Equipment, stands, hoists, piping, etc
Reaching	F	Greasing, oiling, pipe fitting, performing maintenance
Handling	F	Parts, tools, materials, equipment, pipe
Fine Dexterity	R	Replacing/repairing electronic components
Kneeling	O	Performing maintenance and making repairs
Crouching	O	Performing maintenance and making repairs
Crawling	O	Performing maintenance and making repairs
Bending	F	Cleaning, painting, working on equipment and buildings
Twisting	F	Cleaning, painting, working on equipment and buildings
Climbing	O	Tanks, buildings, basins
Balancing	O	Around and near filters, basins, buildings, tanks
Vision	C	Repairs, inspections, computer monitor, reading, writing
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving, operating equipment
Other (specify)	N	

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Pipe cutters and threaders, pressure washers, welding machines, cranes, lift trucks, electric and pneumatic tools and saws, all basic hand tools, trucks, vibration analysis equipment, trash pumps, dewatering pumps, computer, standard Microsoft Windows and Office software, Hansen, Internet, Vibration Analysis handheld computer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	W
Explosives	M	Wetness/Humidity	D
Communicable Diseases	S	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	W		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Plant

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, eye protection, hearing protection, respirators, gloves, gas and explosion detectors, hard hat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)